



Special Event Guidelines

Required Signatures and Affidavit of Application

REQUIRED SIGNATURES AND SUBMISSION OF PERMIT APPLICATION

The Chief Officer of the Host Organization is required to sign the permit application. If the Primary Contact identified in the permit application is a person other than the Chief Officer of the Host Organization, that person is also required to sign the permit application. At this time, the City of San Diego does not accept electronic signatures.

Once you have completed your permit application, you must submit it online. Engaging the submission button will submit your permit application and attachments with the exception of the signature page(s). Engaging the submission button will also automatically create a fax/email cover sheet and signature page(s) for the permit application. Once the signature page(s) has been signed by the Chief Officer of the Host Organization and the Primary Contact if different from the Chief Officer, fax/email the document using the information on the cover sheet. A signed copy of the signature page with all required signatures must be received by the City of San Diego for the permit application to be considered filed and before the review process can begin.

AFFIDAVIT OF APPLICATION AND INDEMNIFICATION

By signing the Special Event Permit Application, the Chief Officer of the Host Organization and the Primary Contact, if different from the Chief Officer, listed on the permit application, agree to the following terms and conditions as they relate to their respective role(s):

I, the undersigned, declare upon penalty of perjury that the information contained in the foregoing application and attachments is true and correct to the best of my knowledge and



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belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed special event under the San Diego Municipal Code and other applicable city, local, state and federal codes, laws, policies and regulations. Further, I understand this application is made subject to rules, regulations, and procedures included in the Special Event Planning Guide, additional documentation provided by city representatives and/or rules and regulations established by the Mayor or the Mayor's designee as described in the Special Events Ordinance.

By applying for a special event permit I agree to develop and implement event plans and management strategies that meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the event and its related activities. I understand the responsibility to meet or exceed all codes, laws, policies and regulations associated with elements of the event is my responsibility whether or not information regarding a specific activity is described in the Special Event Permit Application, Special Event Planning Guide, or other city documents; has been reviewed and authorized by a city representative; and/or a city representative is present at my event. Furthermore, I understand that I and my representatives are responsible for inspecting all areas within the event venue and immediate surrounding areas for hazards and will take any necessary steps to protect event participants and attendees until corrective/remedial measures are implemented.

I further understand that knowingly providing any false information is cause for the immediate denial of a special event permit, the suspension of a special event permit if one has already been issued, and/or the denial of future special event permits being issued. I understand in the event of a major incident, my event may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood, or any act of God).

In the event a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City of San Diego shall not be liable



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for the payment of such taxes. I further agree the payment of any such taxes shall not reduce any consideration paid to the city pursuant to this permit. I agree to abide by these rules, and further certify I, on behalf of the Host Organization, am also authorized to commit the organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of San Diego.

I acknowledge the Host Organization listed on this permit application is the legally and financially responsible entity for the overall organization, management, and implementation of the event and its related activities. If the Primary Contact on the permit application is not the same as the Chief Officer of the Host Organization, I authorize the Primary Contact to represent my organization throughout the permit process and event duration, including set-up and dismantle timeframes. Furthermore, I authorize the Primary Contact listed on this permit application to sign city permits and other documents as well as make financial and operational commitments on behalf of the Host Organization.

I HEREBY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF SAN DIEGO, ITS MAYOR, CITY COUNCIL, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOST, DAMAGES, LIABILITY, CLAIMS, SUITS, COSTS AND EXPENSES, WHATSOEVER, INCLUDING ATTORNEY'S FEES, REGARDLESS OF THE MERIT OR OUTCOME OF ANY SUCH CLAIM OR SUIT ARISING FROM OR IN ANY MANNER CONNECTED TO THE REQUESTED ACTIVITY. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL PERMIT CONDITIONS, INCLUDING THOSE LISTED IN THE SPECIAL EVENT PLANNING GUIDE AND OTHER DOCUMENTS PROVIDED BY CITY REPRESENTATIVES AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY CONDITION OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE EVENT, DENIAL OF FUTURE EVENTS WITHOUT ADMINISTRATIVE RECOURSE RIGHTS AND/OR CRIMINAL PROSECUTION.